

Iowa Learning Online Waiver Application Instructions

Applications Due Date:

September 1st to begin courses in the fall semester. (*Waiver approved for both the fall and spring semesters*)

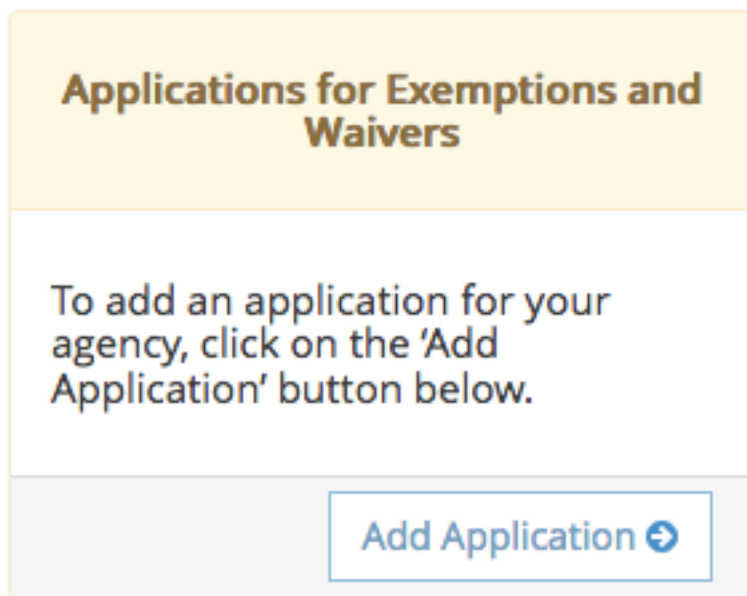
January 1st to begin courses in the spring semester. (*Waiver approved ONLY for the spring semester*)

Application Location:

Application is housed in the Consolidated Accountability and Support Application (CASA) and is only accessible to users with superintendent or nonpublic administrator level access.

Instructions to create application in CASA:

From your dashboard, scroll down to the Applications for Exemptions and Waivers tile and click the “Add Application” button.



Use the ILO Waiver dropdown menu to navigate to appropriate application.

Instructions

- To request a new **Education Standards Exemption 2016-17**, please select the exemption type from the dropdown list and then click on the 'Add Exemption Request' button.

Type:

- To request a new **Education Standards Exemption 2017-18**, please select the exemption type from the dropdown list and then click on the 'Add Exemption Request' button.

Type:

- To request a new **ILO Waiver**, please select the waiver type from the dropdown list and then click on the 'Add ILO Waiver Request' button.

Type:

Choose the Offer and Teach, grades 9 through 12, education standard for which you are requesting an online learning waiver.

- To request a new **ILO Waiver**, please select the waiver type from the dropdown list and then click on the 'Add ILO Waiver Request' button.

Type:

- ✓ - Please Choose -
- Offer and Teach - Grades 9 through 12 - Foreign Language
- Offer and Teach - Grades 9 through 12 - Physical Education
- Offer and Teach - Grades 9 through 12 - Science
- Offer and Teach - Grades 9 through 12 - Social Studies
- Offer and Teach - Grades 9 through 12 - English-Language Arts
- Offer and Teach - Grades 9 through 12 - Mathematics
- Offer and Teach - Grades 9 through 12 - Fine Arts
- Offer and Teach - Grades 9 through 12 - Health

This process creates the application for the waiver, which will then appear on your dashboard its own tile. You can enter the data immediately or navigate to that tile at another time to complete and submit the application.

Exemption Application Created

You have successfully created a new Exemption Waiver protocol. This new protocol will appear on your home page.

You can also access it directly by clicking on the 'Data Entry' button.

Need Help? Contact Meredith MacQuigg – meredith.macquigg@iowa.gov